## City of Lansing, Michigan 19<sup>th</sup> Annual Mayor's Neighborhood Advisory Board Grant Program Funding Request 2013

Twenty thousand \$20,000.00 has been included in the 2012-2013 Grant Program Budget to be used by neighborhood groups for neighborhood improvement projects that enhance their neighborhoods and for which there is no other funding. The Mayor's Neighborhood Advisory Board (NAB) has the responsibility to oversee the grant process and recommend to the Mayor projects benefiting neighborhoods and the amounts to be granted.

NOTE: Amount requested per grant can not exceed \$650.00.

TIMETABLE

Mayor's Grant Kickoff Meeting 6 p.m. at Foster Community Center Room 211, Lansing, MI 48912	Monday, October 15, 2012
Application Available	Tuesday, October 16, 2012
Deadline for Application to be submitted-5:00 p.m. at the Lansing Neighborhood Council (LNC) Office, 5815 Wise Rd. Room	Friday, December 7, 2012
#F-208, Lansing, MI 48911	
NAB Board Meeting: Deliberation of Grant Applications	Thursday, January 17 <sup>th</sup> Thursday, February 21 <sup>st</sup> (if needed)
Announcement of Grants & Funds Available at 7 p.m.	Tuesday, March 5, 2013
Hill Career Academy, 5815 Wise Road, Lansing, MI 48911	
Last Date Funds Available to be Pickup or Forfeited	Friday, March 29, 2013
Funds Expended, Project Completed & Summary Submitted to NAB	Friday, September 13, 2013

#### **INSTRUCTIONS:**

For the purpose of this grant program a neighborhood group shall be any organization of residents who live within a defined geographical area within the City of Lansing that has a membership committed to the general welfare of the neighborhood and that operates according to democratic principles. This may also include neighborhood watch groups, Friends of Parks groups, and parent-teacher associations.

This definition may include other groups as long as they work through a neighborhood group in the same ward. If a group is not attached to a neighborhood organization, the NAB will help find them a partner. Contact your NAB Ward representative. **See Page C** 

\*\*NEW THIS YEAR: Applications must be sent electronically-See below if you have any questions LNC Staff will be happy to assist you.

### **IMPORTANT INSTRUCTIONS (READ CAREFULLY)**

- 1. Complete the entire application completely and submit it electronically by emailing it to lansingneighborhoodcouncil@yahoo.com, and mailing or faxing the signature page (See Page 4) it to the Mayor's Neighborhood Advisory Board, c/o Lansing Neighborhood Council (LNC), 5815 Wise Road, Room F208, Lansing, Michigan 48911, or by fax 517-393-9885 no later than 5:00 p.m. on Friday, December 7, 2012. LATE APPLICATIONS WILL NOT BE ACCEPTED. DO NOT TURN THEM INTO THE MAYOR'S OFFICE. See Page D
- **2.** Applications may be picked up beginning Tuesday, October 16<sup>th</sup>, 2012 at the information desk in the lobby of City Hall and the LNC office. It will also be available at <a href="www.cityoflansingmi.com">www.cityoflansingmi.com</a> under the Mayor's Office and at <a href="www.lansingneighborhoods.com">www.lansingneighborhoods.com</a>.
- 3. LATE APPLICATIONS WILL NOT BE ACCEPTED.
- **4.** The applications must be signed by duly elected officers of the organization(s).

- **5.** Please attach one copy of bylaws, one set of minutes from the past year and a list of current officers.
- **6.** If the grant application needs to be pre-reviewed, please submit electronically by e-mailing it to lansingneighborhoodcouncil@yahoo.com by Tuesday, **November 13, 2012**. For more information call the LNC office at (517) 393-9883.
- **7.** All questions must be answered and all the information requested be provided in order to have a valid application. See the checklist **on Page D** to make sure that the application is complete. Please attach the checklist to the front of the grant application.
- **8.** If more than one project is proposed, please complete a separate funding request for each proposed project.
- **9.** The NAB Board will accept up to two grant requests maximum. If applying for more than one Grant, we ask that each grant request be prioritized.
- **10.** It is the responsibility of the project applicant to secure any and all permits or approvals as required and attach copies to the application. **A check will not be issued without proper permits or approvals.**
- **11.** Funds must be expended, and project report completed **See Page E** and filed by Friday, September 13, 2013.
  - If an extension is necessary it must be submitted before the due date prior to spending the funds.
- **12.** An organization or group will not be eligible for future grants unless a completed project summary report for any previous grant(s) have been received.
- **13.** The application may be computer generated, however, do not alter this form. Applications may be printed off of the city's website under the Mayor's office at <a href="www.cityoflansingmi.com">www.cityoflansingmi.com</a> or the LNC's website at <a href="www.lansingneighborhoods.com">www.lansingneighborhoods.com</a>.
- **14.** The NAB wishes to encourage new projects that are creative and innovative. It is the NAB's preference that an identical project not be funded for more than three years. Groups should explore other funding sources as well.
- **15.** Donated or volunteer labor and materials, as well as in-kind contributions, from the applicant organizations are expected.
- **16.** The LNC will assist groups that need help writing their application. If assistance is needed please call 517-393-9883.
- 17. Typically a grant recipient should have a bank account in order to receive funds from the City.
  - **a.** If applicant organization does not have a bank account, make arrangements with another neighborhood organization or with a citywide organization, such as the LNC, to handle the funds.
  - **b.** The LNC will not issue a check to an individual on behalf of a neighborhood organization.
  - c. See Page 2, of the Grant Application for further instructions.
- 18. Awarded grant funds must be picked up by Friday, March 29, 2013, or forfeited.
- **19.** If an extension is necessary it must be submitted before Friday, September 13, 2013.

The NAB would like all neighborhood organizations to be successful in their applications. Many grants are denied because applicants do not follow all the instructions. Please take time to thoroughly read the instructions listed above and the guidelines on the following page. If you are not sure about something on the application, please contact the LNC or a NAB Board Member listed on **Page C**.

#### **Guidelines**

This is the 19<sup>th</sup> Annual Mayor's Neighborhood Grant Program, and based upon the experience of previous years, the NAB, has set forth the following guidelines for applicants. **Please read carefully.** 

- 1. The purpose of the grants is to support neighborhood organizations in their development and achievement of their neighborhood goals, and to encourage partnerships between the community, family, youth, and schools. Higher priority will be given to grant applications that involve active neighborhood participation in the proposed project and that benefit families, youth, and aging adults.
- **2.** The NAB is committed to projects which provide permanent neighborhood improvements done by neighborhood people that attract people to Lansing and build partnerships among groups.
- 3. The NAB requires three bids or written estimates for any item that costs more than \$250. One bid or written estimate is necessary for an item costing less than \$250. Original receipts and list all items purchased are required in the final report at the conclusion of the project. Final reports are due by Friday, September 13, 2013.
- **4.** Grant funds cannot be used for the cost of labor. While project funds are generally used to pay for supplies, labor costs are generally in-kind donations.
- **5.** If two groups are doing a joint project where the amount of the project exceeds the \$650.00 limit, group must complete a separate application for partial funding and have signatures from both groups on both applications.
- 6. Preference will be given to projects where funds will be spent within the City of Lansing.

### NEIGHBORHOOD ADVISORY BOARD MEMBERS Call between 10:00 a.m. and 9:00 p.m.

Ward 1			Ward 2	
Name	Telephone #	Name	Telephone #	
Nancy Mahlow	517-372-3249	Susan Curtis	517-887-1628	
Lisa Levandowski	517-372-7802	Rick Kibbey	517-485-1154	
W	ard 3	Ward 4		
Name	Telephone #	Name	Telephone #	
Ryan Earl	989-944-3239	Carol Skillings	517-374-6666	
		Monica Zuchowski	517-908-0058	
		Susan Doughtery	517-372-6946	

Staff to Board

Cheryl Risner 517-393-9883 (office) Joe McDonald 517-702-4754 (office)

# City of Lansing, Michigan Mayor's Neighborhood Advisory Board Grant Program Checklist for Grant Application

Name of Organization:



Name of Project:
Before submitting a completed application, please check to make sure the following is included:
CHECKLIST
1. One copy of the group's bylaws or an explanation of the group's organization.
2. A complete list of names and titles of the group's officers with complete contact information.
3. The application must be signed by an officer of the organization and/or an officer of all participating organizations.
4. A completed application form.
5. Copies of permits and/or letter of agreement as required for this project.
6. Itemized material cost. One bid or written estimate for an item costing less than \$250 and three bids or written estimates for each item costing more than \$250.
7. All grant applications are to be submitted electronically by emailing them to <a href="mailto:lansingneighborhoodcouncil@yahoo.com">lansingneighborhoodcouncil@yahoo.com</a> , and the Signature Page must be faxed or mailed to 5815 Wise Road Room F-208, Lansing, Michigan 48911.
8. If submitting more than one application, please prioritize and see top of <b>Page 1</b> of the application.
9. If applicable, submit completed stipend request.
All of these materials are required to assist the NAB to evaluate the proposal. If you have any questions.

THIS CHECKLIST MUST BE ATTACHED TO THE FRONT OF YOUR GRANT APPLICATION

please contact the LNC at 393-9883, or one of the NAB members for assistance.